



Linking Seniors & Services since 1974

ACCOUNTANT

PAA is searching for an Accountant to join our fiscal team. This position will be responsible for full cycle accounting including the preparation of journal entries, account reconciliations, A/R, A/P, and payroll management functions. The Accountant will assist the Chief Financial Officer with preparation of budgets, financial statements, and grant reports.

The ideal candidate will have strong computer, research, and problem-solving skills. Experience with Grants Management System (GMS), automated payroll systems, fund accounting, or knowledge of grants management a plus.

Successful candidates must possess a high level of integrity and trustworthiness; be dependable; be self-motivated; be flexible; be proficient with accounting terminology, methods, procedures, and equipment; have working knowledge of generally accepted accounting principles and procedures (GAAP); possess a general knowledge of standard office procedures and practices; be able to understand and follow oral and written directions; be detail oriented; and be able to post accounts with speed and accuracy.

Individuals age 60+ encouraged to apply.

Required Education: Bachelor's degree, or equivalent, in Accounting or related field.

Other Requirements: Must be able to pass pre-employment screenings including a background check and drug test.

Full-Time/Exempt

Drug free workplace, Senior Friendly Workplace, AA/EOE

Please send resumes with salary requirements to cfo@paainc.org and complete the online application <http://www.paainc.org>. (Select "About Us" then "Employment Opportunities.")